

NOAA Information Technology Security Committee

Terms of Reference

Purpose:

The National Oceanic and Atmospheric Administration (NOAA) Information Technology Security Committee (ITSC) leads the NOAA wide development, implementation and maintenance of the enterprise IT Security Program. This is accomplished through the development and promulgation of policies and guidance. The ITSC also researches and develops recommendations to the NOAA Chief Information Officer's (CIO) Council on technical security issues.

Membership:

- Chair: Rebecca B. Vasvary (OCIO), 301-713-0042 x195, Becky.Vasvary@noaa.gov
- Executive Secretariat: Linda Laboskie, 301-713-0042, x194, Linda.D.Laboskie@noaa.gov
- Members
 - ▶ Principals
 - NOAA Information Technology Security Officer (ITSO)
 - NESDIS ITSO
 - NMFS ITSO
 - NOS ITSO
 - NWS ITSO
 - OAR ITSO
 - CAO ITSO
 - NMAO ITSO
 - NOAA Computer Incident Response Team
 - ▶ Alternates
 - All Line and Staff Office Alternate ITSOs
- Working groups
 - ▶ established as necessary to define and resolve technical IT security issues.

Roles and Responsibilities:

- Members
 - Attend committee meetings and participate actively in all discussions.
 - Promote discussions of specific Line Office concerns and support optimum corporate decisions/recommendations.
 - Participate in ad hoc working groups as needed to define and resolve technical IT security problems.
 - Disseminate relevant discussions and decisions to the appropriate personnel within their Line Office.

- Committee
 - Provide oversight of the NOAA IT Security Program.
 - Recommend policies to the CIO Council
 - Identify activities and specific coordination to be proposed for the DOC IT Security Coordinating Committee, existing NOAA councils and Line Offices.
 - Facilitate an open forum for the sharing and discussion of IT security issues and concerns.
 - Review enterprise-wide IT security products and services.
- Meeting Frequency:
 - Monthly or on an as-needed basis.

Decision- Making Process:

Decisions will be accomplished by consensus (i.e., no one votes thumbs down on an issue). The Chair will strive for consensus on every issue. The Chair maintains 51% of the vote, therefore the final decision is made by the Chair when consensus is not achieved. Issues for which consensus is not achieved can be elevated to the NOAA CIO Council through a Council member. The Committee may also chose to elevate significant policy issues for a decision at the Council level.

Charter:

- Created by the NOAA CIO Council in May 2002.
- Requirements Drivers:
 - OMB, DOC and NOAA IT Security Program direction to develop, implement and maintain Line Office IT Security Programs.